

# How to Ask for a Temporary Order

Use this packet if you want to ask the Court for a temporary order, such as: parenting plan, child support, spousal maintenance, and/or other financial issues.

Note: You may use this instruction ONLY if you have a pending dissolution, legal separation, invalidity or modification. DO NOT use for pending paternity cases.

## Talk to a lawyer, if you can

These instructions are legal *information*, not legal *advice*. It's a good idea to talk to a lawyer before you file any forms. If you cannot afford a lawyer, you can:

- Find a lawyer to help you with the *most difficult* parts of your case, such as reviewing your forms, explaining how to get ready for court and confirming this is the best legal action for your case. You can contact the King County Bar Association to ask for a referral.
- Ask the Family Law Facilitator's office for a list of low-cost and free legal resources.

## Step 1: Fill out these forms.

This form can be downloaded at: [www.kingcounty.gov/courts/scforms.aspx](http://www.kingcounty.gov/courts/scforms.aspx)

Form Name	Form Number	Notes	Completed
<a href="#">Note For Motion Docket</a>	<a href="#">Seattle</a> or <a href="#">Kent</a>	See Step 2	<input type="checkbox"/>

All of these forms can be downloaded at: [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms)

<a href="#">Motion and Declaration for Temporary Order</a>	DR 04.0100		<input type="checkbox"/>
<a href="#">Declaration</a>	DRPSCU 01.0100		<input type="checkbox"/>
<a href="#">Temporary Order</a>	DR 04.0250	Fill this out the way you would like the Commissioner to decide	<input type="checkbox"/>
<a href="#">Law Enforcement Information Sheet</a>	WPF All Cases 01.0400	Use if asking for restraints	<input type="checkbox"/>
<a href="#">Restraining Order</a>	DR 04.0500	Use if asking for restraints. Fill this out the way you would like the Commissioner to decide	<input type="checkbox"/>
<a href="#">Return of Service</a>	DRPSCU 01.0250	This is for the server to fill out after copies of your court papers are served on the other party.	<input type="checkbox"/>
<a href="#">Declaration of Mailing or Delivery</a>	See Facilitator's Office to obtain form.	See Step 5.	<input type="checkbox"/>

Fill out these forms if you are asking for a temporary parenting plan:

<a href="#">Parenting Plan</a>	DR 01.0400		<input type="checkbox"/>
<a href="#">Declaration in Support of Parenting Plan</a>	DR 04.0120		<input type="checkbox"/>

Fill out these forms if you are asking for temporary child support:

<a href="#">Child Support Worksheets</a>	WSCSS-Worksheets	Use WSCSS-Worksheets RDP for Registered Domestic Partnership	<input type="checkbox"/>
<a href="#">Child Support Schedule &amp; Instructions</a>	Use this information to complete the Worksheets. Online Child Support Calculation software is available at <a href="https://fortress.wa.gov/dshs/csips/ssgen/">https://fortress.wa.gov/dshs/csips/ssgen/</a>		
<a href="#">Child Support Order</a>	DR 01.0500	Fill this out the way that you would like the Commissioner to decide	<input type="checkbox"/>

**Fill out these forms if you are asking for temporary child support, maintenance, and/or other financial issues:**

<a href="#">Financial Declaration</a>	DRPSCU 01.1550	<input type="checkbox"/>
<a href="#">Sealed Financial Source Documents Cover Sheet</a>	DRPSCU 09.0220	<input type="checkbox"/>

For the court to decide on financial issues, you must provide copies of financial documents, including:

- Your W-2s and complete personal tax returns for the past 2 years
- Your most recent pay stubs (at least 6 months)
- Complete partnership/corporate tax returns for the past 2 years if you have a 5% interest or more
- Statements from all of your banks and financial institutions for the past 6 months

*Note:* The other parent can ask you for a copy of your check register. If this happens, you will have 14 days to provide it.

## Step 2: How to choose a court date.

To set your court date, you must fill out and file the *Note for Motion Docket* (Kent or Seattle). That form lets you choose a date for your court hearing. The date you choose **must** be at least **14 days** after the day you file the Note for Motion Docket **and** at least **14 days** from the day you plan to have the other party served, allow **17 days** if serving by mail. Family law motions are heard at 9:00 a.m., Monday-Friday.



### How many copies do I need?

- **Original** set to file with Clerk's office
- **Copy 1** will go to the Commissioner for the hearing
- **Copy 2** is to serve on the other party
- **Copy 3** you will keep for your records
- Make a **4<sup>th</sup>** copy only if you are asking the court for a temporary order of child support and a child in this case has received public assistance. Deliver it to the King County Prosecuting Attorney's Office, Family Support Section.

## Step 3: Take your completed forms to the Clerk's office and file them.

File the originals of all papers from Step 1 **except** the following forms: Law Enforcement Information Sheet, Restraining Order, Temporary Order, and Child Support Order. These orders are your proposed orders and will be filed after the hearing.

## Step 4: Deliver Commissioner's copy.

The Commissioner's copy is a set of all forms from Step 1 including the proposed orders that you would like the court to sign at your court date. Take this copy to the Family Law window and turn it in at least **3 court days by 12 noon** before your hearing.

Copy the words below in the upper right hand corner on the first page only of the set of forms you are delivering to the Commissioner:

**Commissioner's Working Papers**

**Family Law Motions**

Hearing Date: \_\_\_\_\_

Hearing Time: \_\_\_\_\_

Presented By: (your name): \_\_\_\_\_

## Step 5: Have the other party served.

### What to serve

Serve the other party with a copy of all forms except the Return of Service, Declaration of Delivery or Mailing and Law Enforcement Sheet.

### How to serve

If the respondent has already been served with a Summons and Petition in your case, you may deliver or mail them yourself (provided that no order restrains you from having contact). If the other party has an attorney, deliver or mail the forms to the attorney instead. After you have delivered the forms to the other party or attorney, fill out the *Declaration of Mailing or Delivery* form. Make one copy of this form for your records and file the original with the Clerk's Office.

If the respondent has not already been served with a Summons and Petition in your case, someone over age 18 – **not you** - must serve (give) the other party copies of your court papers along with the Summons and Petition. After serving, the server fills out a [Return of Service](#) form and gives it to you. Keep a copy for your records and file the original with the Clerk's Office.

If you are the respondent and you have been served with a Summons and Petition, you may deliver or mail the forms to the other party (petitioner).

**If this motion involves child support and if any of the children have ever been on public assistance, you must also deliver a set of copies to the King County Prosecuting Attorney Family Support Section.**

## Step 6: Confirm your hearing.



**Your hearing will be cancelled if you don't confirm your hearing and deliver the copies to the Commissioner on time.**

### **You can confirm by phone, in person, or online. Here is how:**

Call or in person  206-477-1523 (Seattle) Room W-292  206-477-2750 (Kent) Room A1222	<b>3 court days</b> before your hearing between <b>2:30pm</b> and <b>4:15pm.</b> <b>or</b> <b>2 court days</b> before your hearing between <b>8:30am</b> and <b>noon.</b>  When you call, give your case number, date, and time of hearing. The Clerk will give you a confirmation number.
Online:  <a href="https://confirm.kingcounty.gov/">https://confirm.kingcounty.gov/</a>	You can confirm your hearing online starting at:  <b>Noon 3 court days</b> before the hearing until <b>noon of the 2<sup>nd</sup> court day</b> before your hearing.  You must give your email address, phone number, and information to identify your case. If you do not get a confirmation email, you must contact the confirmation phone number above before the deadline.

If the other party chooses to respond to your motion, he or she must do so by 12 noon 4 court days before the hearing. If you wish to reply to the other party's response, you must do so by **12 noon 2 court days** before the hearing. See Facilitator Instruction F-6.

## Step 7: Go to your hearing.

- Arrive at least 30 minutes early! You will need time to go through security.
- Go to the Family Law window at the courthouse to check in.
- Take your original orders and all copies of the forms you filed.
- You must give the Court your original orders if asked. If you want copies of the signed orders on the day of your hearing, tell the Clerk.